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Verification Query


Verification Reports are designed to help determine whether owners and agents are using the approved passbook rates, income limits, contracts rents, utility allowances, gross rents, and 236/BMIR market rents. Verification reports allow you to quickly scan data submitted on the HUD-50059's and eliminate the need to access each individual certification to check for correct values. Once correct and current information is gathered, the reports help users to quickly review the lists of values and effectively determine exceptions or inconsistencies.

The Verification Query option can be selected from the TRACS Main Menu.

From the **TRACS Verification Query** screen, click on the [TRACS Menu](#) link in the blue side bar to return to the TRACS Main Menu.

From the TRACS Verification Query



screen, the  displays directly above the [User Guide](#) link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View HUD-50059s to determine exceptions or inconsistencies
- View query data from browser
- Download and print a Verification Report

16.1 To generate a Verification Report (sorted by Household Head):

1. From the TRACS Main Menu, click on the Verification Query link, and the **TRACS Verification Query** screen (Figure 1) displays.

Figure 1. TRACS Verification Query Screen

2. Select *Contract Number* or *Project Number*.
3. Select *Household Head* sort by radio button.
4. Select *Report By: Browser* radio button.
5. Click on **Submit**, and the **TRACS Verification Report** screen (Figure 2) displays.

Note: A screen displays allowing you to click on **Please click here to view report** to view the report, or **<-GO BACK** to return to query screen and view or edit previously entered search criteria.

**U.S. Department Of Housing and Urban Development
TRACS Verification Report**

Contract Number: AZ16R000001 Sorted By: Head Tenant Name

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit (\$)	Low Income Limit (\$)	Contract Rent (\$)	Utility Allow (\$)	Gross Rent (\$)	Market Rent (\$)
024EE017	3	2	614BUILD25	BAXTER, R.	579333333	53	1234	677	56	733	12
	3	2	409D	DECEMBER, K.	577443535	56	1234	677	56	733	12
	3	2	409D	JANUARY, P.	577992424	56	1234	677	56	733	12
024EE017	3	2	604BUILD25	JOHNSON, R.	579222222	53	1234	677	56	733	12
	3	2	409D	MAY, C.	577556868	56	1234	677	56	733	12
024EE017	3	2	614BUILD25	PATTERSON, D.	579000000	53	1234	677	56	733	12
	3	2	844A	SHALAMAR, V.	577231411	10	10	677	56	733	12

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Return to Query

Figure 2. TRACS Verification Report Screen

The report displays the *Contract Number* or *Project Number*, depending on which number was specified during the query, and the *Sorted By:* field across the top of the report. The screen advises users that each row contain the most up to date information available for each active household. Columns display information for the *Project Number* (or *Contract Number*), *Bedroom Count*, *Household Member Count*, *Unit*, *Head Tenant Name*, *Head Tenant SSN*, *Very Low Income Limit (\$)*, *Low Income Limit (\$)*, *Contract Rent (\$)*, *Utility Allow (\$)*, *Gross Rent (\$)*, and *Market Rent (\$)*.

The following screens (Figure 3 and Figure 4) show views from the *Unit* and *Bedroom Count Sort by:* field, which is selected from the **Verification Query** screen.

**U.S. Department Of Housing and Urban Development
TRACS Verification Report**

Contract Number: AZ16R000001 Sorted By: Unit

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit (\$)	Low Income Limit (\$)	Contract Rent (\$)	Utility Allow (\$)	Gross Rent (\$)	Market Rent (\$)
	3	2	409D	DECEMBER, K.	577443535	56	1234	677	56	733	12
	3	2	409D	MAY, C.	577556868	56	1234	677	56	733	12
	3	2	409D	JANUARY, P.	577992424	56	1234	677	56	733	12
024EE017	3	2	604BUILD25	JOHNSON, R.	579222222	53	1234	677	56	733	12
024EE017	3	2	614BUILD25	PATTERSON, D.	579000000	53	1234	677	56	733	12
024EE017	3	2	614BUILD25	BAXTER, R.	579333333	53	1234	677	56	733	12
	3	2	844A	SHALAMAR, V.	577231411	10	10	677	56	733	12

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Figure 3. Verification Report showing sort by Unit

**U.S. Department Of Housing and Urban Development
TRACS Verification Report**

Contract Number: AZ16R000001 Sorted By: Bedroom Count

Each row is the most up-to-date certification for an active household.

Project Number	Bedroom Count	Household Member Count	Unit	Head Tenant Name	Head Tenant SSN	Very Low Income Limit (\$)	Low Income Limit (\$)	Contract Rent (\$)	Utility Allow (\$)	Gross Rent (\$)	Market Rent (\$)
	3	2	844A	SHALAMAR, V.	577231411	10	10	677	56	733	12
	3	2	409D	DECEMBER, K.	577443535	56	1234	677	56	733	12
	3	2	409D	MAY, C.	577556868	56	1234	677	56	733	12
	3	2	409D	JANUARY, P.	577992424	56	1234	677	56	733	12
024EE017	3	2	614BUILD25	PATTERSON, D.	579000000	53	1234	677	56	733	12
024EE017	3	2	604BUILD25	JOHNSON, R.	579222222	53	1234	677	56	733	12
024EE017	3	2	614BUILD25	BAXTER, R.	579333333	53	1234	677	56	733	12

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Figure 4. Verification Report showing sort by Bedroom Count

The [Interpreting and Printing this page](#) link provides additional information for the Verification Report. Clicking on this link displays the following screen (Figure 5).

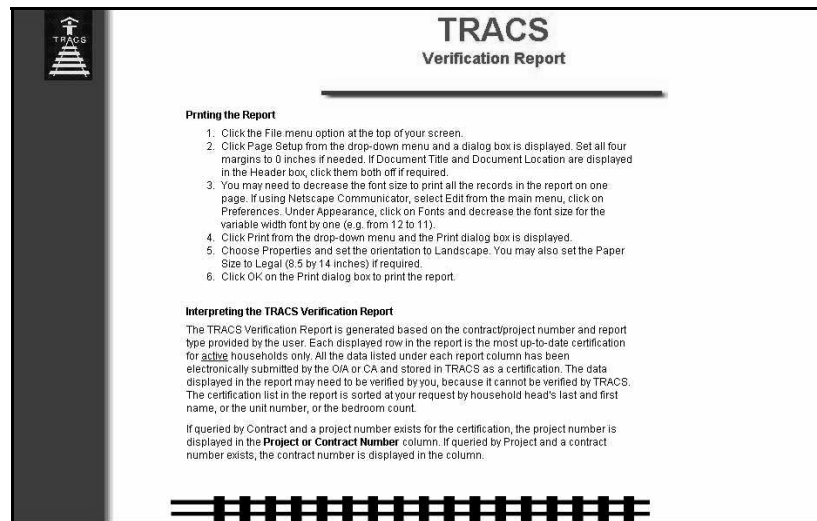


Figure 5. Interpreting and Printing Page Screen

5. Click on the browser's Back button to return to the **Verification Report** screen.
6. Click on [Return to Query](#) to return to the **Verification Query** screen.

If no Verification information was found for the project/contract number submitted, or the project/contract number does not exist in TRACS, or no active households exist for the contract/project number submitted, the following **Error** screen (Figure 6) displays. Click on [Return to Query](#) to return to the **Verification Query** screen.

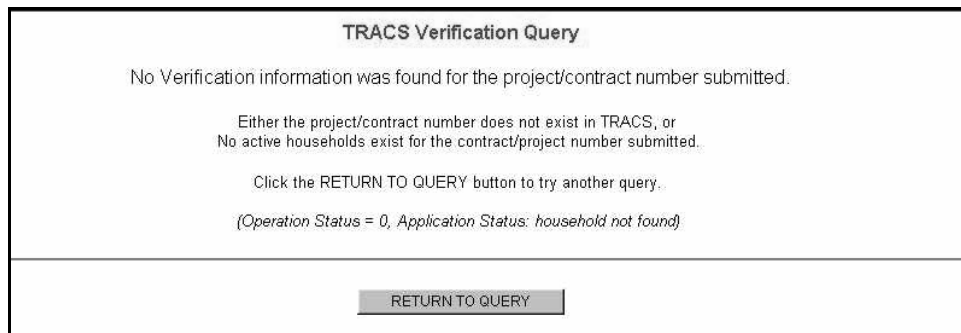


Figure 6. Error Screen

TRACS provides the capability for users to download Verification Report information.

16.2 To download a Verification Report:

1. From the **TRACS Verification Query** screen, select either *Contract Number* or *Project Number*.
2. Select *Report By: Download* option.
3. Click on **Submit**, and the **TRACS Verification Report** download screen (Figure 7) displays.



Figure 7. TRACS Verification Report Download Screen

4. Click on the Please click here to download report link, and a security warning screen (Figure 8) displays.

OR

Click on **<-GO BACK** to return to query screen and view or edit previously entered search criteria.

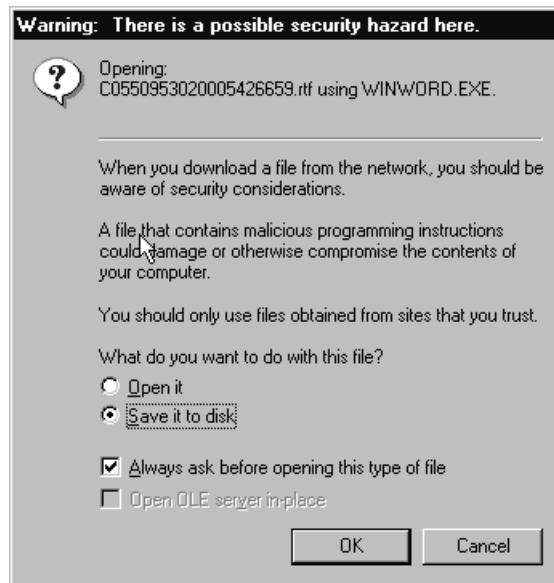


Figure 8. Security Warning

- Click on the radio button next to Save it to disk to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed as Figure 9.

```
Project Number, Unit Number, Bedroom Count, Household Member Count, Head Tenant
Last Name, Head Tenant First Init, Head Tenant Middle Init, Head Household ID
Code, Very Low Income Limit, Low Income Limit, Contract Rent, Utility Allow,
Gross Rent, Market Rent
,844A,3,2,SHALMAR,VINCE,,577231411,10,10,677,56,733,12
,409D,3,2,DECEMBER,KEVIN,,577443535,56,1234,677,56,733,12
,409D,3,2,MAY,CHARLES,,577556868,56,1234,677,56,733,12
,409D,3,2,JANUARY,PAUL,,577992424,56,1234,677,56,733,12
024EE017,614BUILD25,3,2,PATTERSON,DONALD,,579000000,53,1234,677,56,733,12
024EE017,604BUILD25,3,2,JOHNSON,RONALD,,579222222,53,1234,677,56,733,12
024EE017,614BUILD25,3,2,BAXTER,RONALD,,579333333,53,1234,677,56,733,12
```

Figure 9. ASCII File

Note: When importing a downloaded file into database applications such as Microsoft Access, the file may first need to be loaded and re-saved in a word processing program as a "Text Only" ASCII file. This is necessary due to carriage return characters being lost during the download process. The use of a word processor to re-save the file as "Text Only" replaces the missing carriage returns so that external applications can determine the start of each new record in the file.